

~~SECRET~~

14 April 1964

MEMORANDUM FOR : Director of Personnel

ATTENTION :

25X1A9a

SUBJECT : Your Request for Comments on the Reorientation Program in Supervisory Responsibilities
Given 10 April 1964

In my opinion the day's presentation was thoroughly planned, carefully organized and well executed by all participants. It left me with two dominant impressions, both favorable. First, senior management officials are clearly aware of and interested in supervisory problems and responsibilities. This personal expression of awareness has a much more lasting impact than any impersonal Agency issuance on the subject of management and supervision. Secondly, during the day senior Agency managers personally committed themselves to progressive supervisory principles and philosophies in the presence of a large number of their subordinates. I believe such a commitment will result in improved two-way communication between manager and supervisor in these areas.

As to the presentation itself:

(a) I think each speech could have been shortened by ten minutes without substantial loss in content value. This would shorten the program by about an hour and give the audience a chance to get back to their jobs a bit sooner.

(b) As a general rule, discussions concerning the handling of Government funds appear basically negative and restrictive in nature. Although ably presented, the presentation by the Director of Finance was no exception. I believe further effort could be made to find a more positive frame of reference. One possibility might be to emphasize more strongly the supervisor's role in the judicious use of limited Government funds. The primary thrust here would be the best use of available monetary resources rather than the regulatory and criminal restrictions imposed in the custody of Government funds.

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

(c) I was sitting off to one side for the afternoon session and found the speech by the Director of Personnel physically hard to hear. I also had trouble hearing the individuals sitting at both ends of the table during the panel discussion. A slight adjustment in the microphones would easily eliminate that problem.

25X1A9a

Contract Personnel Division